

Executive and administrative duties: Administrative Assistant manages administrative duties for executive management. Administrative Assistant is in charge of managing ATF develops proforma estimates and projections. Administrative Assistant provides training and induction on ATF and administrative duties for intern staff and new FSNIs. Administrative Assistant also supervises intern staff. Maintains and develops a wide range of diverse contacts and sources in the countries of the region (Central America and now South America has been added to the area of responsibility, making a total of nineteen countries now) Administrative Assistant performs activities out of the office that requires the driving of official vehicle for example: negotiate and purchase of supplies and necessary equipment that may not be available within the embassy.

Organizes files, agendas: Administrative Assistant is in charge of organizing administrative files and investigation files. Administrative Assistant prepares and organizes agendas and travels , access requests in all Embassy front offices of all nineteen countries within the area of responsibility.

Manages Office Budget: Administrative Assistant is in charge of managing agency budget, this involves four different kinds of budget: ICASS (\$123,308), ATF Travel Budget (\$56,000), petty cash (\$900) ATF agent cashier Fund (\$10,000) .

Support FSNs: Supports investigators on collecting evidence, even in the investigation scenes, and its processing, as required. Helps organize FSNs different activities and duties. Works with the international response team (IRT) in the investigation of disasters occurred in the assigned countries of the region. (When required)